

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Full-time Registered Nurse (R.N.)

SALARY RANGE: TSS 12

WORK STATION: Bishop Clinic

SUPERVISOR: Chief Physician/Office Mgr

SUPERVISES: None

EXEMPT

POSITION SUMMARY: Under the supervision of the physician, directs daily patient care activities, making assignments for patient care under treatment plans; assures that plans are followed and flow of care is efficient and record-keeping accurate.

QUALIFICATIONS:

1. Graduate of an accredited school of nursing.
2. Current CA Registered Nursing License or willing to obtain.
3. Must be CPR certified at all times.
4. Possess valid CA drivers license and be insurable with company insurance.
5. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
6. Must be familiar with the aims and objectives of the Project and express a genuine enthusiasm for it's success.
7. American Indian preference in accordance with Indian Preference Act (Title 25,U.S.Code, § 472 & 473).

DUTIES AND RESPONSIBILITIES:

The following is a list of duties that are not all inclusive:

1. Functions as the primary triage person for the Clinic. Includes telephone and direct patient care triage, giving basic medical advice, answering medical questions within the R.N. scope of work and consults with the physician for any complicated phone encounters.
2. Provides those services requiring substantial specialized nursing skills in accordance with agency policies.
3. Initiates appropriate preventive and rehabilitative nursing procedures.
4. Informs physician and other personnel of changes in patient's condition and needs, counsels the patient and family in meeting nursing and related needs, participates in in-service programs and training medical aide and/or CHR.
5. Prepares clinical and progress notes.
6. Prepares patients for examination by provider by monitoring vital signs and giving patient instructions.
7. Is responsible for changing rooms between patients and maintaining their overall appearance and cleanliness. Functions as infection control officer, reminding medical of universal precautions.

8. Makes out lab slips and prepares lab work (including blood drawing, urine collecting, etc.).
9. Cares for pharmacy, including ordering drugs, checks narcotics, and accurate inventory lists of supplies in the Clinic.
10. May be required to participate in appointment confirmations.
11. Responsible for medical lab and performing lab procedures in accordance with policy.
12. Assists provider in performing examinations or procedures for patients.
13. Pull patient files, when needed during the day, and assists with checking data in patient files. Prepares growth charts on all children up to 12 years of age.
14. Helps medical receptionist as needed only when not busy with any of the items in 1-13 or as back up receptionist.
15. Works in accordance with all Toiyabe Personnel Policies and staff responsibilities.
16. Works closely and directly with the medical aides, assisting them as needed, providing guidance and instruction in every area of medical assisting. Under the physicians direction, will delegate other duties as assigned to the medical aide when necessary to improve overall patient flow and to deal with unexpected emergencies, etc.
17. Will have own daily scheduled patients that will include scheduled allergy shots, immunizations, patient education, suture removal, etc.
18. Displays sensitivity to the Native American people and is comfortable working in a clinic system that places a priority on Native American health care.
19. Works with the medical clinic Office Manager and Community Health Nurse in the tracking of certain high risk patient groups (i.e., immunizations, diabetics, hypertension, etc.).
20. Will do chart checks on all unscheduled patients that are being triaged to determine whether there is a deficiency in their health care (i.e., not up-to-date on immunizations). These deficiencies will be brought to the attention of the physician on call.
21. Provides regular, continuing education for the medical aide.
22. Will be involved in all aspects of patient education with an emphasis on diabetic related teaching.
23. Reports directly to Physician as soon as possible when an observed problem (real or potential) cannot be resolved at the R.N. level when that problem threatens the goals of the Medical Department.
24. Performs the above duties, and other duties as assigned, while maintaining a professional appearance and attitude.

Job Description Reviewed: **Employee:** _____ **Date:** _____

Supervisor: _____ **Date:** _____